

# East End Performing Arts Private Lesson Policies & Procedures

## Lesson Format and Logistics

1. Lessons will take place **in person OR online**. The format you choose in September is the format you will use for the rest of the academic year.
2. All lessons are 45 minutes in length. Seven of the eight lessons are one on one, and the eighth lesson of each session is a Studio Class, where students of similar ages play games, perform for one another, and participate in other arts-related activities.
3. Students are expected to be prompt for both arrival and departure from lessons, regardless of the format. **If you are more than 10 minutes late, you forfeit your lesson.**
4. **Three lates or no-shows within an academic year are grounds for removal from EEPA.** A 'no-show' is any of the following:
  - failure to arrive for your lesson within 10 minutes of it's scheduled start time
  - failure to notify the instructor *prior* to your lesson start time that you will not be attending.
5. Tuition will not be refunded for those removed from the studio for any policy violations.
6. Any student who is picked up more than 10 minutes late from their lesson will be charged \$10 for each 10 minute interval that they are left past their lesson end time.
7. **There are no make up lessons, except for in emergency cases (examples include: your vehicle breaks down, the student or family member is hospitalized, a death in the immediate family.)** In the case of a missed lesson a student may:
  - Record one at home practice session each week. If you must miss a lesson, you will submit this recording to receive written and/or video feedback from the instructor.

- Use the swap list, and trade lesson times with another student. Please be sure to give at least 48 hours notice to anyone you ask to swap lessons with. **All students are automatically enrolled in the swap list, and must opt out when completing the yearly scheduling survey.** I suggest you use this list for absences you know of in advance, such as for travel or school conflicts.
  - Lessons cancelled by the instructor will be made up, or a credit for the upcoming session will be given. The student will also have the option to submit a practice recording for written and/or video feedback, as above.
8. **Attendance at the Studio Class (in the final week of each session) for your age group is mandatory. No refunds or makeups are granted in the instance of a student missing studio class. Dates are listed on page 4.** Your studio class will be assigned to you based on your age and level on your instrument. In general, elementary - middle school meets on the published dates from 1:30 - 3:00 PM, and junior high and high school students meet from 3:30 - 5:00 PM. **At this time, students who are college-age or above do not have a studio class, and will have eight private lessons per quarter.**
9. You are too sick for [an person lesson](#) if, on the day of your lesson:
- You did not attend school/after-school activities, were sent home sick from school/school activities, or did not go to work.
  - You have not been on antibiotics/anti-viral medications for at least 48 hours on the day of your lesson (*this excludes Covid 19 infections - see Health and Safety Considerations below.*)
  - Voice students should also cancel if they have **persistent coughing jags triggered by speaking or singing**, or if they have noticed **hoarseness** in their voice the day of their lesson. **Hoarseness is a sign of swelling in the vocal folds and larynx, which will only be helped by vocal rest.** Singing and speaking will only worsen and prolong these symptoms.

## Family & Student Responsibilities

1. Each **Voice student must record their lesson**, so that they may accurately hear the sounds they make and continue to progress at home as they listen/sing along.

Piano students may wish to make a video recording of troublesome passages as we work on them in your lesson.

**In person students** may record using:

- the Voice Memo app built into their smart device
- Download the free app Voice Recorder Pro (available for both Apple and Android)
- A digital voice recorder with playback ability, [such as this one](#).
- Open Zoom and record the meeting to the cloud.

**Online students** should record their lesson to their device or to the cloud in one of the following ways:

- Record via Zoom either locally to their device (only available on a laptop/desktop computer.)
- Take a screen recording - see your device's user manual for instructions.

2. Each student and their family will be emailed a link to their online notebook. **It is your responsibility to bookmark this link and check it for updates** on your assignments and progress through each lesson. It is an important tool in your progress.

3. Each student will purchase and bring to each lesson necessary materials. These include:

- A three-ring notebook, to hold copies of individual pieces of sheet music
- Any lesson books that you are assigned to purchase (for piano students, this will be the Piano Pronto series, and supplemental music according to your tastes.)
- Copies of individual pieces of sheet music
- Water bottle (especially for singers)
- Pencils and erasers

4. **Online students will have the smoothest and fullest experience for their lessons if:**

- They participate in their lesson from a **desktop or laptop computer rather than a tablet or phone**
- **The connection will be the most steady if you connect your computer directly to your router using an ethernet cable.**
- Use **an external microphone** such as the [Blue Snowball](#) (Jamie uses this) or the [FiFine USB mic](#) in conjunction with your computer. Both of these mics plug into the USB port on your computer, and do not require other apps/programs, etc.
- If students must use a cell phone or tablet, it is suggested that you buy a tripod, [tablet/cellphone stand](#) or [holder for the cell phone](#). That way, singers are not

looking down (creating bad posture) and pianists will be able to show the teacher more of their body and hands throughout the lesson. **I must be able to see your hands and preferably upper torso and face during your online piano lesson.**

- Students should participate in their lesson from a quiet area that is free from distractions of the rest of the household.

NOTE: Jamie personally owns and uses the linked accessories, or another trusted resource has recommended them.

### **Important Dates and Billing**

EEPA operates on a quarterly system. You will be billed for your classes/lessons four times over the course of the academic year (September - May.) Lesson/class content is still designed to be take year round. Each quarter consists of 8 weeks of lessons, with a week off prior to the start of the next quarter. **There are no refunds after your first class of the quarter.**

Each EEPA family will make an account with Square and keep a credit/debit card of their choice on file. The tuition amount will be automatically debited on the dates below.

#### **Session One: Sunday, Sept. 10 - Sunday, Oct. 29, 2023**

- Studio class Sunday, Oct. 29
- Auto Pay Date: Upon Confirmation of Fall Lesson

#### **Session Two: Nov. 12, 2023 - Jan. 24, 2024**

- Studio class Sun. Jan. 24, 2023
- Auto Pay Date: Oct. 30, 2023
- No Classes:
  - Thanksgiving Break: Wens. Nov. 23 - Sun. Nov. 26
  - Winter Break: Sun. Dec. 17, 2023 - Sat. Jan. 6, 2024
- Session Two resumes in 2024 on Sunday Jan. 7

#### **Session Three: Feb. 4 - March 24**

- Studio class March 24, 2024
- Auto Pay Date: Jan. 29, 2024

#### **Session Four:**

- Showcase (in place of studio class:) Date TBA
- Auto Pay Date: March 25, 2024

## Health and Safety Considerations Related to Covid 19

**If the instructor, an in person student, or anyone in the household, is under quarantine/isolation, the lesson(s) will take place online for the duration of that order.** If an in person student encounters **any of the following situations within 5 days of their lesson, the lesson will be moved online.** The same will apply to the instructor. If the student/instructor:

- had **direct contact** with a person diagnosed with, or has a suspected case of Covid-19
- Is exhibiting **any signs** of illness or experiencing symptoms that are not your personal baseline allergy/asthma symptoms.

All in person students will wear masks correctly (over their nose and mouth/chin,) as will the instructor, for the duration of their lesson, while **Allegheny County is at a level of medium Covid 19 community spread or above.**

For your protection, and those of others in the studio, it is suggested that you wear the following for your lessons:

- A KN95 or N95 mask
- A 2 ply surgical mask (a disposable mask) with a reusable, cloth mask over top.